## **ADTECH**

https://www.internshipswired.online/job/adtech-internship/

# ADTECH: HR Internship Programme 2025 New Application

# **Description**

ADTECH is seeking a highly motivated and detail-oriented HR Intern to join our team. This internship offers a unique opportunity to gain hands-on experience in various aspects of human resources within a dynamic and fast-paced environment. The HR Intern will work closely with our HR team to support recruitment, employee relations, training and development, and other HR functions.

## Responsibilities

- Assist with recruitment efforts, including posting job openings, screening resumes, and scheduling interviews.
- Coordinate onboarding and orientation processes for new hires.
- Maintain HR databases and employee records, ensuring accuracy and confidentiality.
- Support employee relations initiatives, including handling inquiries and assisting with conflict resolution.
- Assist with the development and implementation of HR policies and procedures.
- Contribute to training and development initiatives, including organizing training sessions and workshops.
- Provide administrative support to the HR team, including drafting correspondence and preparing reports.

## Qualifications

- Pursuing a degree in Human Resources, Business Administration, or a related field.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Previous internship or work experience in HR is a plus but not required.

#### Job Benefits

- Gain valuable hands-on experience in the field of human resources.
- Opportunity to work with a dynamic and collaborative team.
- Flexible work hours and potential for remote work (if applicable).
- Potential for future employment opportunities with ADTECH.

### **Contacts**

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position.

Join ADTECH and take the first step towards a rewarding career in HR!

# Hiring organization

ADTECH

# **Employment Type**

Intern

# **Duration of employment**

3 Months

#### Industry

Technology, Information and Internet

## **Job Location**

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

# **Working Hours**

09

# Date posted

November 18, 2025

## Valid through

14.02.2028